





APPENDIX 1: Corporate Delivery Plan Monitoring Report 2018/19

Action Status	 Action completed	 Action in progress	 Milestone overdue
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Priority: Deliver Tangible & Visible Improvements


Title	Local Plan Review	Service	Development & Regeneration Services	Status	
Outcome	Fulfils national planning legislation and ensures sufficient land is made available for new development to meet housing, employment and infrastructure requirements.				
Milestones	Due Date	Completed	Milestone Note		
Draft Local Plan Policies	31-Jul-2018	Yes			
Draft Local Plan Preferred Options document considered by CMT	31-Jul-2018	Yes			
Local Plan Preferred Options document considered by Cabinet	30-Sep-2018	Yes			
Local Plan Preferred Options Consultation	30-Nov-2018		Consultation due to run for nine weeks between 12 October-13 December.		
Review consultation feedback and refine Local Plan for Publication	31-Jan-2019				
Publication version of Local Plan considered by Cabinet	31-Mar-2019				
Publication period	31-May-2019				

Title	Leisure Procurement and Facility Improvement	Service	Leisure & Environmental Services	Status	
Outcome	Improvements to the services, provision and leisure facilities provided to residents of West Lancashire.				
Milestones	Due Date	Completed	Milestone Note		
Completion of soft market testing	28-Feb-2018	Yes			
Agreement for extension for the operational management of the leisure facilities	30-Jun-2018	Yes			
Completion of procurement strategy and business case development	30-Jun-2018	Yes			
Pre app advice	31-Oct-2018				
Appointment of specialist consultants to support the project	31-Jan-2019				
Completion of site surveys	31-Jan-2019				
Formalise partnership with CCG	31-Jan-2019				
Legal agreement with St Modwens	31-Jan-2019				
Production of tender documentation	31-Jan-2019				
Community Consultations	28-Feb-2019				
Production of Masterplan	28-Feb-2019				


Title	Skelmersdale Town Centre Regeneration	Service	Development & Regeneration Services	Status	
Outcome	Create a modern town centre for Skelmersdale offering an improved night-time economy and attractive public realm.				
Milestones	Due Date	Completed	Milestone Note		
Receive appropriate financial / investment advice on how the Council may best invest in the scheme to secure the development of at least phase 1	15-May-2018	Yes	Advice received off JLL		
Discharge of pre commencement conditions	15-Jun-2018	Yes			
Cabinet/Council approval for funding	18-Jul-2018	Yes	Report agreed at Cabinet and Council		
New planning consent for revised supermarket to be submitted	21-Aug-2018	Yes	Planning application submitted		
Complete supplemental agreement to allow development to proceed	31-Oct-2018				
Grant of planning	31-Dec-2018				
Start on site	30-Jun-2019				

Title	Establish Business Plan for Development Company	Service	Housing & Inclusion Services	Status	
Outcome	Deliver new commercial, industrial and residential development of Council-owned land and bring investment and growth to the borough.				
Milestones	Due Date	Completed	Milestone Note		
Prepare Business Pan for consideration by Cabinet April to August 2018	29-Aug-2018	Yes	Business Plan completed and will be circulated to Members 9 October. Plan will accompany report to Cabinet and Council.		
Report to Council	17-Oct-2018				
Formation of DevCo once approved by Council - October 2018 - January 2019					

Priority: Engage and Empower our Local Communities


Title	Tawd Valley Improvements	Service	Leisure & Environmental Services		Status	
Outcome	Enhanced attractiveness of the park helping to promote its use for healthy outdoor exercise and recreation and establishing sustainable routes to school, college or work					
Milestones		Due Date	Completed	Milestone Note		
Commission updated design for town centre park zone		28-Feb-2018	Yes			
Establish 'Friends' group		28-Feb-2018	Yes			
Establish costs of Masterplan Improvements		31-Mar-2018	Yes			
Establish phased programme of works		31-Mar-2018	Yes			
Commence implementation of works		01-Apr-2018	Yes			
Establish operational links with West Lancs College		01-Apr-2018	Yes			
Seek additional external funding		30-Jun-2018	Yes			
Produce detailed plans for Park Town Centre Zone		31-Oct-2018		Production of plans underway and expected to be ready by end of December.		
Produce specifications for Northern Zone Phase 1		31-Oct-2018		Underway and anticipated for completion by end of November.		
Procurement for Northern Zone Phase 1		31-Dec-2018				
Achieve funding for Park Town Centre Zone		31-Mar-2019				
Implementation of Northern Zone Phase 1		31-Mar-2019				


Title	Volunteer Engagement	Service	Leisure & Environmental Services		Status	
Outcome	Maintain and develop parks and countryside sites for wider economic and social value whilst minimizing the draw on Council resources					
Milestones		Due Date	Completed	Milestone Note		
Collate and examine all documentation provided to, and/or agreed with, volunteers across all service areas		31-Dec-2018		Volunteering Policy developed and launched by Leisure and HR.		
Reissue new documentation to all volunteers		28-Feb-2019				
Work with colleagues across leisure and corporate health and safety to ensure all relevant requirements are included in the documentation.		28-Feb-2019				


Title	Asset Transfer – Banks Leisure Centre	Service	Leisure & Environmental Services	Status	
Outcome	Identify a cost-effective delivery model to facilitate the continued operation of Banks Leisure Centre				
Milestones	Due Date	Completed	Milestone Note		
Production of business plan for potential community transfer of Banks Leisure Centre	31-Oct-2018		Discussions on going with North Meols and Tarleton Parish Councils.		
Transfer of Banks Leisure Centre or notice of closure	31-Mar-2019				


Title	Delivering digital inclusion initiatives	Service	Housing & Inclusion Services	Status	
Outcome	Increase basic online skills with digitally excluded members of the community and expanded use of West Lancashire Borough Council's digital services.				
Milestones	Due Date	Completed	Milestone Note		
Support Get Online Week 15-21 October 2018	16-Nov-2018		Timetable & venues agreed to promote Learn My Way (free courses on using computers, web browsing, sending emails and finding work online) to staff and customers in line with national campaign.		
Survey customers to understand their digital needs, requirements and aspirations.	31-Jan-2019		Engaging with CVS to review their digital project involvement. Waiting for feedback from the on digital unite so we can review our levels of support.		
Undertake a review of sheltered housing WiFi project to understand its use and impact	28-Mar-2019		Schemes have been surveyed for how WIFI is being used, perceived benefits etc.		
Carry out data analysis of survey and report findings	29-Mar-2019		Sheltered Schemes survey completed and data entered. Report to be produced to evidence use of Wi-Fi and interest in digital services.		

Priority: Actively Promote the Borough as a Great Place to Live, Work, Visit and Invest

Title	Digital Communications Strategy	Service	Housing & Inclusion Services	Status	
Outcome	Meet the current trends and changing needs of how customers seek and receive information				
Milestones		Due Date	Completed	Milestone Note	
Produce Digital Plan for CMT and Cabinet approval		06-Sep-2018	Yes	Digital Plan presented to CMT in July and Cabinet Briefing in September	
Claim unofficial Facebook page for update and launch		01-Nov-2018		Page has been claimed work being doing to get ready for wider promotion	
Boost Social Media followers to 10k		01-Dec-2018			
Agree options to embed Twitter Feed in intranet/website to promote and improve access to the Twitter site, increase presence/size of social sharing tabs particularly on news page		01-Jan-2019			

Title	Place Branding	Service	Development & Regeneration Services	Status	
Outcome	Encourage visitors and create a distinct profile for the borough.				
Milestones		Due Date	Completed	Milestone Note	
Develop a Marketing Strategy and Action Plan for Ormskirk		30-Jun-2018	No	Skelmersdale Marketing Strategy & Action Plan has taken priority.	
Roll out implementation of banners within the town centre to utilise new branding and promote wider assets. Options for sponsorship of banners to be fully explored		30-Jun-2018	Yes	Banners complete and up in Ormskirk town centre. Sponsorship opportunities to be explored.	
Develop a Marketing Strategy and Action Plan for Skelmersdale		31-Jul-2018	No	First draft completed 25 May 2018. Further work needed once decision made on how we will progress with Ambassadors Scheme	
Develop a Welcome to Ormskirk pack to provide essential information for new businesses to the town		31-Jul-2018	No	Pack currently being developed	
Refurbish signage at gateway locations (Pimbo and Gillibrands), employment areas and motorway areas		30-Sep-2018	No	Draft Plan done and costed. Ready for procurement process.	
Investigate branded products and online shopping opportunities to create income generation opportunities		20-Dec-2018		September Cabinet gave approval for the design, production and selling of products through local retailers, attractions, the Chapel Gallery and/or online, subject to suitable financial probity measures being put in place.	
Continue to monitor and update the DiscoverOrmskirk website. Consider additional functionality that may be beneficial. Look to increase visitor numbers		31-Mar-2019		On-going. Accommodation being added to website.	
Engagement with Skelmersdale Ambassadors via social media and website		31-Mar-2019		Ongoing	
Proactively manage social media for Discover Ormskirk on Facebook and Instagram		31-Mar-2019		On-going. Most engaging for Love Your Local Market. Instagram launched April 2018.	

Title	Engage with Liverpool City Region and Lancashire Authorities	Service	Development & Regeneration Services	Status	
Outcome	Better engagement and partnership working with Liverpool City Region and Lancashire Authorities; Assist West Lancashire's profile and ambitions within the wider regional agenda				
Milestones	Due Date	Completed	Milestone Note		
Sign up and become member of Visit Liverpool	31-May-2018	Yes			
Reestablishment of Lancashire Economic Development Officers' Group (LEDOG)	30-Sep-2018	No	Currently awaiting re-establishment of group further to discussions around combined authority		
Attend LEDOG meetings	30-Sep-2018	No	Awaiting reestablishment of LEDOG.		
Attend Lancashire Economic Development (LED) meetings	30-Mar-2019		Meeting attended on 20 March 2018. Next meeting to take place 9 October 2018.		
Continue to partnership work with Growth Lancashire	31-Mar-2019		On-going.		

Title	Promoting Skelmersdale & Ormskirk	Service	Development & Regeneration Services	Status	
Outcome	Ensure the long term economic and social viability of the town and improve its attractiveness as a visitor destination				
Milestones	Due Date	Completed	Milestone Note		
Create an event organisers guide for external groups who wish to host events in Ormskirk town centre	30-Jun-2018	No	Online form in progress.		
Assist Ormskirk Community Partnership (OCP) in the promotion and delivery of Ormskirk Gingerbread Festival	31-Jul-2018	Yes	Event held 15 July.		
Assist OCP in the promotion and delivery of Ormskirk Christmas event	30-Nov-2018		Work underway		
Deliver 4 Skelmersdale Ambassador Network events	31-Mar-2019		April, July events delivered, as well as the June and September seminars. Next seminar is October 2018.		
Support and attend 4 Skelmersdale Steering Group meetings	31-Mar-2019		April, July and September meeting attended. Next meeting October 2018.		